

VALIDATING A REPORT

- In this example we will validate the ASCB YTD column to FFIS. The BFY is 01 and the Program is 528428811.
- Summary reports are the easiest to validate since FFIS only shoes information down to the program total level. Therefore you can't verify each BOC or Major BOC.
- Verification is more accurate in the early mornings before documents have processed in FFIS.
- Instructions for logging into the FFIS system are in section 4 of the Brio Manual under "Instructions for entering FFIS".

Step 1:

ACS1

REPORT: ACS1
RUN DATE: 03/09/01 09:11 AM

UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
ACCOUNTING CODE SUMMARY BY BOC REPORT
PERIOD ENDING 6 2001 ----- March 2001 (OPEN)

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BFY	Program	BOC	BOC Name	Current Month Obligations	Quarter to Date Obligations	Year to Date Obligations	FY 2001 to Date Obligations
01	778431331	2614	GASOLINE	13.29	13.29	13.29	13.29
Major Boc 26Total:				13.29	13.29	13.29	13.29
01	778431331	2111	COMMON CARRIER - DOMESTIC	0.00	35.00	35.00	35.00
01	778431331	2121	MILEAGE - DOMESTIC	0.00	4.88	4.88	4.88
01	778431331	2131	PER DIEM - DOMESTIC	0.00	296.00	296.00	296.00
Major Boc 21Total:				0.00	335.88	335.88	335.88
BOC Series Total:				13.29	349.17	349.17	349.17
01	778431331	unknown	unknown	0.00	0.00	0.00	0.00
Major Boc Total:				0.00	0.00	0.00	0.00
BOC Series Total:				0.00	0.00	0.00	0.00
01	778431331	1171	PREMIUM OVERTIME WAGE BOARD	0.00	0.00	762.75	762.75
Major Boc 11Total:				0.00	0.00	762.75	762.75
01	778431331	1213	HOSPITAL INS. TAX CONTRIBUTION	0.00	0.00	10.73	10.73
01	778431331	1269	FULL OASDI CONTRI. - FERS (K)	0.00	0.00	45.90	45.90
Major Boc 12Total:				0.00	0.00	56.63	56.63
BOC Series Total:				0.00	0.00	819.38	819.38
Total BFY/Program 01 778431331				13.29	349.17	1,168.55	1,168.55

Ready 3 Page(s) Document: Done

1. Run an ACSB report by hitting the **Process** Button.

Step 2:

199.130.227.42 - T

Session Edit View Tools Commands Help

ACTION: S TABLEID: SASP USERID: AGJO

*** SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE ***

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: 01 FUND: 77 DIVISION: 8 ORG: 8431 PGM: 778431331 BOC: -

TRANS CODE / TYPE: STATUS IND: SPENDING CONTROL OVERRIDE: -

TOTAL SUBALLOT AMT: TOTAL SUBALLOT FTES:

YTD UNLIQ COMM AMT: EST ACCRUED SUBALLOT FTES:

YTD UNLIQ OBLG AMT: TOTAL USED FTES:

EXPENDED AMT:

AVAILABLE AMT: AVAILABLE SUBALLOT FTES:

QTR	SUBALLOT AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT
1				
2				
3				
4				

QTR	SUBALLOT FTES	SUBALLOT FTES USED
1		
2		
3		
4		

Line 4 Column 75

Receive a File from the Host

CAP NUM

2. Log into FFIS. <Type> N in the action field and <type> in SASP into the Table ID field and <press> Enter. Now <type> S in the Action field and tab down to BFYS and <type> 01, FUND 77, DIVISION 8, in ORG 8431 and in PGM 778431331 and <press> enter.

Note: ORG means organization and not ORG Level 1.

Step 3:

199.130.223.42 - TN3270/TN5250 Connection

Session Edit View Tools Commands Help

ACTION: R TABLEID: SASP USERID: AGJO

*** SUBALLOTMENT SPENDING CONTROL INQUIRY TABLE ***

KEY IS BFYS, FUND, DIVISION, ORG, PGM, BOC

BFYS: 01 FUND: 77 DIVISION: 8 ORG: 8431 PGM: 778431331 BOC:

TRANS CODE / TYPE: STATUS IND: A SPENDING CONTROL OVERRIDE:

TOTAL SUBALLOT AMT: 0.00 TOTAL SUBALLOT FTES: 0.00

YTD UNLIQ COMM AMT: 0.00 EST ACCRUED SUBALLOT FTES: 0.00

YTD UNLIQ OBLG AMT: 0.00 TOTAL USED FTES: 0.00

EXPENDED AMT: 1,168.55

AVAILABLE AMT: -1,168.55 AVAILABLE SUBALLOT FTES: 0.00

QTR	SUBALLOT AMT	UNLIQ COMM AMT	UNLIQ OBLG AMT	EXPENDED AMT
1	0.00	0.00	0.00	819.38
2	0.00	0.00	0.00	349.17
3	0.00	0.00	0.00	0.00
4	0.00	0.00	0.00	0.00

QTR	SUBALLOT FTES	SUBALLOT FTES USED
1	0.00	0.00
2	0.00	0.00
3	0.00	0.00
4	0.00	0.00

Line 18 Column 30

CAP NUM

Verify this to your YTD
Obligations on the ACSB
(multiply by a negative 1).

3. Compare the **Available Amount** field on the **SASP** table to your **Total YTD Obligations** on the ACSB. The two fields should be close.

Remember that FFIS is a real time system. The SASP table is updated during the day with all the transactions entered manually (e.g., agreements entered by MBS, transactions on the suspense file that have been corrected during the day, etc.). **BRIO warehouse is a day behind.** If you go into FFIS early in the day, though, you should match.

Note: To validate the DTR you run the report for every month including the current month and it should match the ACSB YTD total and SASP.